

1 **EASTSIDE FIRE & RESCUE BOARD OF DIRECTORS**
2 **REGULAR MEETING**
3 **March 12, 2015**
4 **4 p.m.**
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7 The regular meeting of the Board of Directors of Eastside Fire & Rescue was held on
8 March 12, 2015, at Eastside Fire & Rescue Headquarters, 175 Newport Way NW,
9 Issaquah, WA.
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11 **PRESENT:** Chair Alan Gothelf (City of North Bend)
12 Board Director Mike Mitchell (District 10)
13 Board Director Larry Rude (Fire District 10)
14 Board Director Chris Dahline (Fire District 38) arrive 4:07
15 Board Director Stacy Goodman (City of Issaquah)
16 Board Director Mary Lou Pauly (City of Issaquah)
17 Board Director Bob Keller (City of Sammamish)
18 Board Director Kathy Huckabay (City of Sammamish)
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20 **STAFF:** Deputy Chief Wes Collins
21 Deputy Chief Bud Backer
22 Chief of Maintenance Kelly Refvem
23 Human Resources Manager Ingrid Anderson-Boyle
24 Budget Finance Analyst Scott Faires
25 Controller Mary Hillier
26 Executive Administrative Assistant/Board Secretary Debbie Gober-Beneze
27 Administration Assistant Jay Hart
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29 **AUDIENCE:** Don Smith (District 10)
30 Eileen Barber (City of Issaquah)
31 Lyman Howard (City of Sammamish)
32 Firefighter Jon Wiseman (President Local 2878)
33 Firefighter Wayne Parker
34 Firefighter Danny Evanger
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36 **ABSENT:** Fire Chief Lee Soptich
37 Deputy Chief Greg Tryon
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40 **CALL TO ORDER:**

41 Chair Gothelf called the meeting to order at 4:02 p.m.
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43 **ROLL CALL & FLAG SALUTE:**

44 Chair Gothelf took roll call. All Directors were present with the exception of Director Chris
45 Dahline who was expected. Chair Gothelf led the flag salute.
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47 **RECOGNITION:**

48 Deputy Chief Collins recognized outgoing Board Directors. Chair Gothelf presented a
49 marble clock in appreciation for past service to Eileen Barber (City of Issaquah), and Don
50 Smith (District 10).

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CITIZEN INPUT:

Local 2878 President Jon Wiseman reported on two recent public relations activities Local 2878 members participated in. (1) The Scott Firefighter Stairclimb supporting the mission of the Leukemia & Lymphoma Society. The Union is nearing their goal of \$30,000 in donations. (2) School Nutrition Program benefitting students within the boundaries of Eastside Fire & Rescue (EF&R). The program is new and kicked off this past month at Issaquah Valley Elementary School.

Regarding the goal setting process, the Union supported the goals passed and pledged their help as needed. President Wiseman stated he was disappointed the “Expanding the Agency” goal was not adopted, fearful we are missing opportunities by delaying the process.

President Wiseman closed with a reminder of the scheduled Fire Ops 101 class designed to educate public officials on the task work firefighters perform on a regular shift. The date is May 13, 2015, at Eastside Fire & Rescue Station 83, at 4 p.m.

A 15 minute recess was held from 4:10 – 4:25 for the 2015 Board photo to be taken.

CONSENT AGENDA:

Director Pauly requested the minutes be removed from the Consent Agenda. IT WAS MOVED BY DIRECTOR KELLER, SECONDED BY DIRECTOR PAULY TO: Approve the Financial Recap and Write-Off. MOTION CARRIED, 8 - 0. Following discussion and a request from Director Pauly to amend the minutes reflecting when she left the Board meeting, IT WAS MOVED BY DIRECTOR MITCHELL, SECONDED BY DIRECTOR RUDE TO: Approve the Board minutes as amended. MOTION CARRIED, 8 – 0.

1. Agenda Bill 2015-07 February Board Minutes and Financial Recap: Approved as amended.
2. Agenda Bill 2015-08 Approval of Write-Offs: Approved as presented.

COMMITTEE REPORTS:

1. Finance Committee: No meeting held.
2. Personnel Committee: No meeting held.
3. Operations Committee: No meeting held.

OLD BUSINESS:

1. Agenda Bill 2015-09 Adopt 2015 Board of Director Goals: Director Pauly reported a secondary look at the goals slightly changed the prioritized order of the goals from the initial tally, however, the top eight goals remained in the top eight ranking. IT WAS MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR DAHLIN TO: Approve the 2015 Board of Directors Goals as outlined in the attachments, and direct the Fire Chief to provide quarterly written progress reports to the Board. MOTION CARRIED, 8 - 0.
2. Return and Report
 - a. L&I Rate Increase Briefing: Human Resources Manager Anderson-Boyle reported she consistently reviews all claims on a secure Labor & Industries (L&I) website to validate accountability. Claims typically involve knees, backs, shoulders, hernias, and we currently have a presumptive disease

(cancer) claim. The L&I Stay at Work Program is actively used, which reimburses the Agency 50% of wages when workers return back to work early and perform light duty tasks. Deputy Chief Collins referred to a graph in the packet showing the experience factor for EF&R has been lower than comparable agencies in recent years and has now spiked back up to match other Agencies. Recently, two very expensive claims (one back, one cancer) have made an impact towards the experience factor, ultimately contributing to the substantial increase. Staff reported the Agency has many components to the Health and Wellness Program, including annual in-depth physicals, continuously adapted cancer prevention policies, Agency sanitation products, and workout equipment. Director Goodman reported on a discussion she had with the account representative (Nathan) from L&I; he reported eleven comprehensive claims contributed to the increased experience factor, the experience factor is looked at in June each year, and letters were sent to businesses informing them of upcoming changes. She also stated a second review is done in December when the rate is being set. Chair Gothelf summarized and did not find anything the Agency could challenge regarding the increase with the exception of the June letter which couldn't be validated as having been sent.

3. Audit Report Discussion: Added to the Agenda for discussion. Director Pauly reported she attended the State Auditor Exit Interview with staff in December, although not present at the discussion of this topic at the February Board meeting; she felt the minutes did not reflect key points from the interview. Director Pauly's understanding of why we were slightly delayed with delivering the audit report was because the draft finding did not make sense to staff, that they were not capitalizing equipment correctly and staff had conversations with the auditors previously on this subject matter. The Auditors went back to look for records of these conversations. No written records were found, however, EF&R staff had recollections of the discussions. A key takeaway is Board members need to be involved in the audit, and steward the process as part of their responsibility. A second takeaway for EF&R is, the auditor is not a consultant to us and we cannot rely on them to find accounting errors; if we are unsure on something, the onus is on us to get outside advice or use the helpline from the State which tracks the records of the conversation and advice provided. For the process going forward, the auditors are coming back in six months to verify corrections from findings were made, and are switching back to annual audits; this was not reported in the previous minutes. Budget Finance Analyst Faires clarified the Agency has always been audited annually, but due to staffing issues with the State Auditor's Office, 2012-2013 audits were combined. The Auditor will follow up with the finding during their audit of 2014.

The Board formed an ad hoc Audit Committee consisting of Directors Pauly, Huckabay, and Dahline. The Committee will attend the follow up audit meeting and the next annual audit meeting. Staff will notify the Committee when the audit meeting is scheduled.

NEW BUSINESS:

1. Fire Chief's Goals: Although it was on his performance evaluation last year, Directors commented the Fire Chief's health and wellness goals were personal goals and did not need to be reflected on the Chiefs Performance goals this year.

151 Directors agreed on common goal connotations being specific, measurable, and
152 attainable. Director Keller distributed a handout of a newly proposed goal (i.e.,
153 Transition Activities) for the Fire Chief which Directors favored but felt further
154 refinement was warranted.

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156 Director Pauly left the meeting at 5:25 p.m.

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158 Director Huckabay commented on a goal relating to updates provided on current
159 projects and initiatives. She also would like updates on the Ideal Culture initiative.

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161 The Personnel Committee will reconvene April 1, 2015, to discuss the Fire Chief's
162 personal goals and Director Keller's newly proposed goal relating to transition
163 activities. As Fire Chief Soptich was not available to attend this meeting, the
164 upcoming Personnel Committee meeting will afford him the opportunity to comment
165 and provide feedback on the Committee's Fire Chief goal expectations.

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167 2. Labor Law Presentation - Legal Counsel Bruce Schroeder: Mr. Schroeder
168 provided a brief review of how Washington State labor laws apply to the Agency as
169 Washington State is not governed as a "Right to Work" state. He stated EF&R has
170 three workgroups under union contract: Civilian day staff, Battalion Chiefs, and
171 suppression personnel. During a negotiation year, both parties typically discuss
172 wages, benefits, and working conditions; state law requires these discussions are
173 negotiated in good faith. After 60-90 calendar days, either party has the right to
174 request mediation. If the mediator is unable to get both sides to agree on all issues,
175 they are said to come to an impasse. Commissioned units do not have a right to
176 strike. As a rule, interest arbitration is offered to Battalion Chiefs and suppression
177 personnel, but not to Support Staff. To avoid unfair labor practices, Board members
178 should not discuss issues off the record.
- 179
180 3. Agenda Layout: Directors agreed the layout of a new agenda included in the Board
181 packet is appropriate for moving forward with the exception of the section titled
182 Regular Business. Directors requested business to remain in the traditional format
183 of Old Business and New Business.

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185 Director Mitchell left the meeting at 6 p.m.

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187 4. Replacement Plan for Fire Chief: Added to the Agenda for discussion. Human
188 Resources Manager Anderson-Boyle gave a summary of the Briefing Paper on the
189 replacement for the Fire Chief. She presented three options for consideration: (1)
190 Hire an interim Fire Chief while the hiring process is under way (internal or
191 external). (2) Select a Fire Chief with an internal process using a consultant (Ron
192 Hiraki and Jon Walters were given as examples of consultants) to perform an
193 assessment center for testing. Deputy Chief Collins reiterated the Fire Chief
194 recommends the Board strongly consider this option, as there are two qualified
195 internal candidates (DC Backer and DC Tryon). (3) Select a Fire Chief using an
196 external/open process bringing in an outside specialist/consultant (Greg Prothman
197 was given as an example). For the internal process, HR Manager Anderson-Boyle
198 informed the Board the assessment center consultant should cost approximately
199 \$3,000 – \$5,000 versus \$3,000 – \$50,000 as currently written in the Briefing Paper.
200 Directors chose to initiate the process beginning with Option #3, which welcomes

201 both internal and external applicants to apply. February 1, 2016, was set as the
202 date of hire, and it was agreed the process should begin by preparing an RFQ
203 (Request for Qualifications). Deputy Chief Collins recommended bringing the RFQ
204 to the next Board meeting along with an Agenda Bill that would appropriate the
205 funds for the external consultant.

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207 **GENERAL ADMINISTRATIVE DISCUSSION:**

- 208 1. Revenue and Expense Report – December 2014: The Report was included in the
209 packet. No comments.
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- 211 2. General Administrative Reports: Reports were included in the Board packet.
212 Director Goodman asked how the Agency underspent funds, considering they
213 borrowed funds from the ending fund balance. Deputy Chief Collins commended
214 staff with budget authority for following a directive to stop spending in the last
215 couple months of 2014.
- 216 a. Budget Process Review: Not discussed. Schedule was included in the
217 packet.
- 218 b. Station 72 Solar Panels: Chief of Maintenance (COM) Refvem reported.
219 Photos taken during the installation process confirm contractors properly
220 installed air bleeds. Current photos indicate they have been removed, and
221 ongoing research is being conducted to see if anyone may have removed
222 them during repair and maintenance work. Director Goodman reported she
223 was at the most recent meeting where discussions indicated the repair cost
224 for the failure is estimated at \$30,000 - \$35,000. Based on statute of
225 limitations for liability, Director Goodman urged COM Refvem to request
226 complete records from all companies performing work on or near the panels
227 so they can be reviewed for potential determination of the failure. COM
228 Refvem confirmed the record search began March 12, 2015.
229
- 230 3. Board of Director Comments/Concerns:
- 231 a. Awards and Recognition Process: No comments
- 232 b. Leadership Series: No comments
- 233

234 **ACTIVITY REPORTS:**

235 The switch between Zoll data reporting and the new ESO data reporting is requiring
236 additional time to produce the latest report.
237

238 **GOOD OF THE ORDER:**

- 239 1. Access to Agency Intranet: Directors were provided log-ins and passwords. They
240 were given a brief overview of iStation, and where Agency policies can be found.
- 241 2. EF&R News Events
242

243 **EXECUTIVE SESSION:**

244 The Board moved into Executive Session pursuant to RCW 42.30.140, to discuss the
245 Collective Bargaining Agreements., until 6:45 p.m. At that time, the Executive Session
246 was extended until 7 p.m.
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248 **CALENDAR REVIEW:**

249 The upcoming meetings were on the agenda and reviewed by the Board.
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251 **ADJOURNMENT:** Chair Gothelf adjourned the meeting at 7:00 p.m.

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253 **SIGNING OF DOCUMENTS:**

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